

# iCloud: Pages, Numbers & Keynote



TEC 990  
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## Welcome!

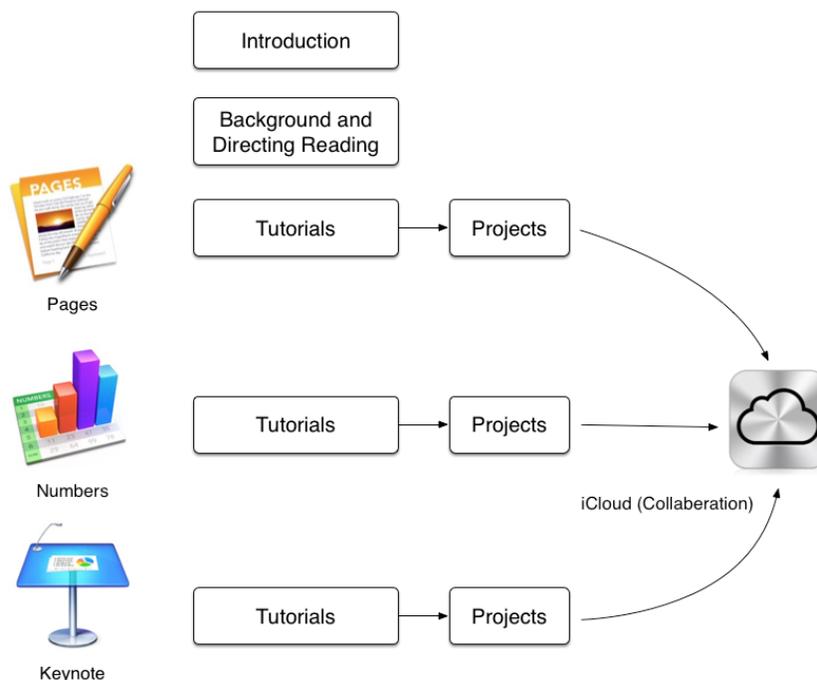
Get ready to explore the possibilities of Apple's trio of productivity software for word processing (**Pages**), spreadsheets (**Numbers**) and presentations (**Keynote**)! If you have experience with MS Office, you have used similar programs before. These three programs provide the ease of use, adaptability, and features you and your students need. Because all three programs now come in versions for Macintosh computers, iOS devices (iPad, iPod Touch, iPhone) and web-based (through certain web browsers on Windows, Chromebooks or Macs), you have access to all three programs wherever you are. Because the documents you create are stored on the iCloud service, they are retrievable on whichever device you are using at the time. Perhaps one of the best features of using the iCloud suite is the ability to work collaboratively - envision working on a classroom project with students from another school or even across the country!

Word Processing utilizing **Pages** is more than just typing. As we all know, communication is often more effective by incorporating photos, graphics, charts, etc.; Pages has the ability to do this, quickly and easily.

Spreadsheets are often just columns of data, but Apple's spreadsheet program, **Numbers**, makes the creation of charts, checklists, and interactive graphs doable, even for elementary learners.

Creating a presentation with **Keynote** is similarly simple. Prebuilt templates (available for all three programs) helps you create a polished, professional slide show.

Welcome to the course! I hope you find it beneficial, and soon **Pages**, **Numbers** and **Keynote** become a useful and often-used part of your classroom!





## About the Course

This course is presented in a 'directed example' model. At the end of each section is a series of projects designed to demonstrate the major features of each of the elements of iCloud. Preceding the projects are tutorials on the features to be explored, as well as background and general information about each app.

In most cases, teachers and students will use a mere fraction of the elements and features possible in each app. Rather than producing a comprehensive tutorial on each aspect of Pages, Numbers and Keynote in each of the three permutations (Mac OSX, iOS and web-based), I chose to focus on the most commonly used elements of each. You are certainly welcome to more thoroughly explore features and techniques not explicitly covered in the course.

Many of the elements available in one app are available in another. Rather than repeating information three times, I have designed the course trusting you will recognize the redundant features, as well. For example, the process used to change the text style in a Pages document is the same for a Keynote presentation. As the process was already covered in the section on Pages, it will not be covered again in the section on Keynote. This approach keeps the lessons focused and the learning curve for each app to a minimum.

Please scan the materials to familiarize yourself with the sequencing and flow of the course before beginning any of the assignments. Knowing what lies ahead will help you achieve maximum benefit from each individual assignment and the course, as a whole.

Per FPU policy a minimum of one week per unit of study (three weeks, in this case) must transpire from your date of enrollment to the date your completed coursework is returned to me for evaluation and grading.

All grades must be submitted online to the university. When you have completed the course (shared all completed assignments and sent the links to the instructor) you will need to request online grading. To do so, please follow the directions found at the end of this workbook describing the process. Remember to request online grading when you submit your final assignments but no sooner, please.

Kindly allot me sufficient time to review your work and submit your grade to the university. Per FPU policy I am allowed up to 10 business days to accomplish this, though it rarely ever takes me that long unless I am out of town. Once I have reviewed your work and submitted your grade to FPU I will email you notification that your grade is in FPU's hands, awaiting posting and follow up with a note, surface mailed to your home, indicating your grade in the course.

**You will find a link to the full course syllabus on the companion website.**

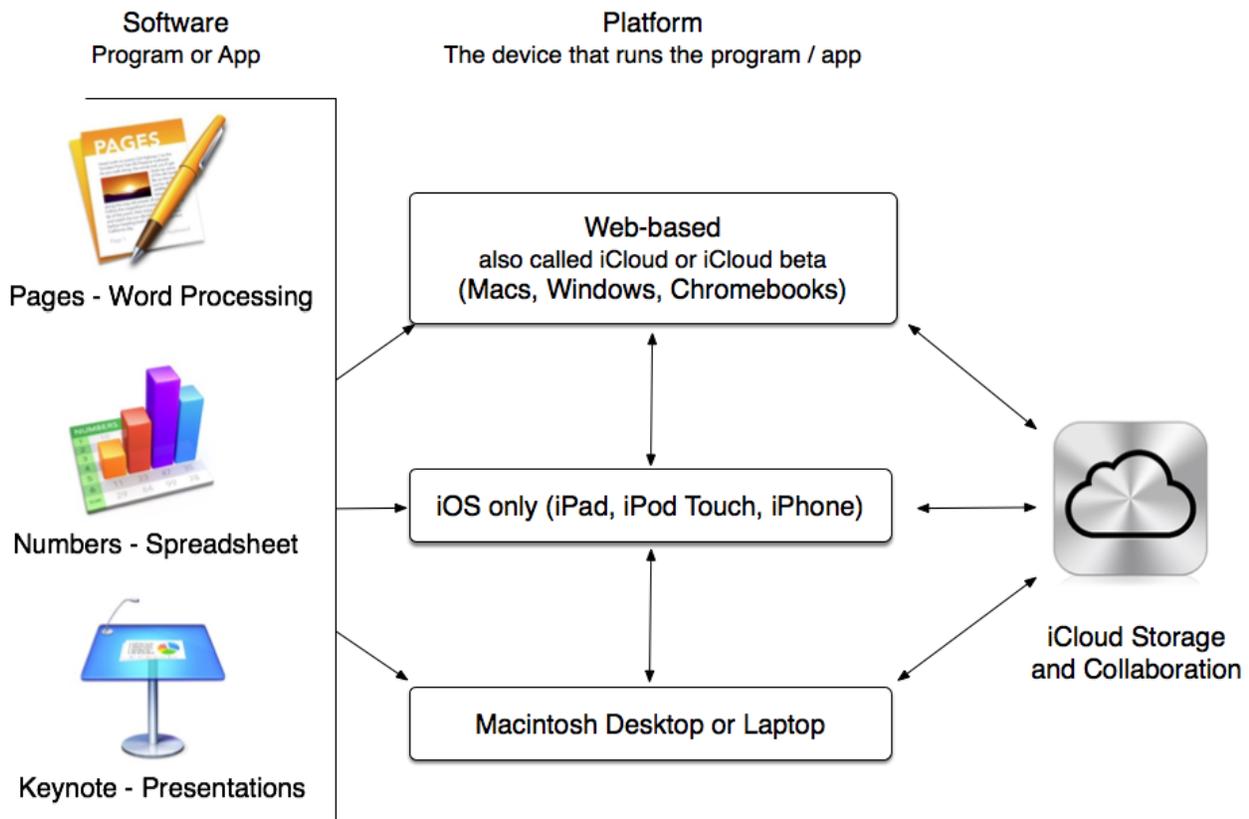


## A Note About Flavors

As you will soon learn, there are three interconnected versions of Pages, Numbers and Keynote. In the computer world, slightly different versions of the same piece of hardware or software is often referred to as ‘flavors’. That makes a total of nine flavors, which this workbook attempts to cover. Depending on what type of devices you have access to, you may be using one or more flavors of these programs.

Each of the three permutations of Pages / Numbers / Keynote have the ability to save and share files through Apple’s iCloud service. If you read Apple literature about iCloud, it touts the simple, direct ability of these programs to share documents not only between different devices owned by the same person (using the same Apple ID - more about that later), but with other collaborators as well. This method for real-time collaboration involves the use the **web-based (iCloud)** versions of Pages / Numbers / Keynote. With these apps, documents exist exclusively on the iCloud storage service, and take advantage of the constant two-way communication of the internet.

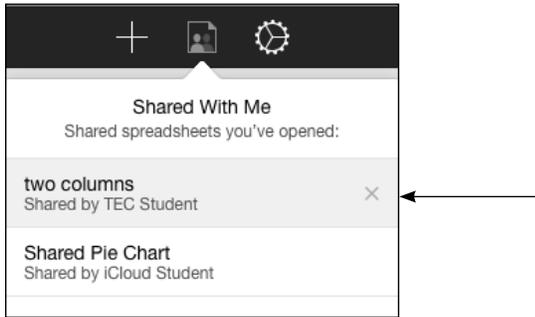
The **Mac** flavors boast some power features which the web-based and iOS flavors lack. The **iOS** flavors are designed for maximum effectiveness with smaller touch screens. Whether used to create documents for an individual or a group, I think you will find Pages / Numbers / Keynote to be useful, productive and empowering tools for your classroom.







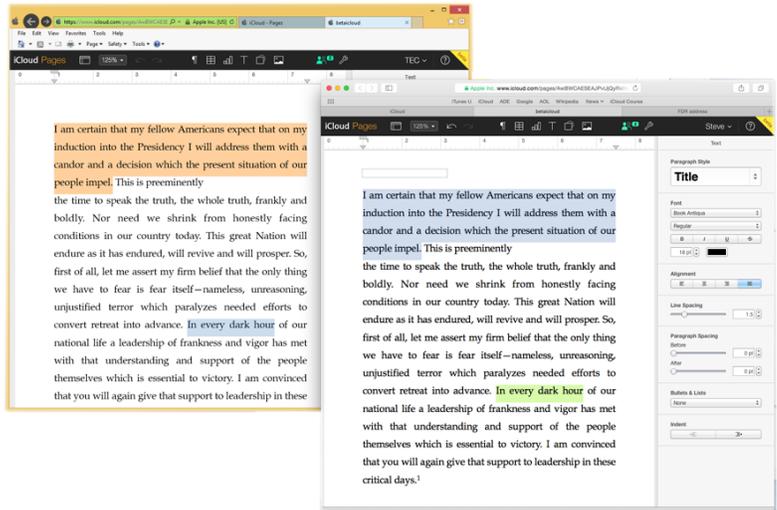
## Sharing a Document - Web-based Collaboration



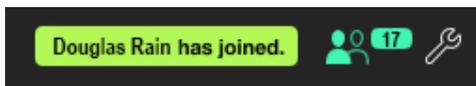
In the web-based Pages / Numbers / Keynote, accessing a shared document (one that has been shared with you) is done through the Sharing icon. Click the icon and a list of shared documents will appear, along with the name of their owner. Click the relevant name to open the document. If you wish to remove the document (it will **not** delete the owner's copy), click the X to the right of the name.

Collaboration means that two or more people are actively working on the same document at the same time.

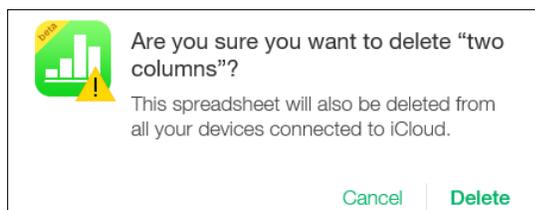
If you have access to a web browser, (not on an iOS device), working collaboratively with another person (or even a group) can have real advantages. Collaboration features include a list of all people currently working on a project, as well as cursors and selections for each person editing a document. Clicking on a name from the 'Shared With Me' list allows you to Instantly jump to a collaborator's cursor.



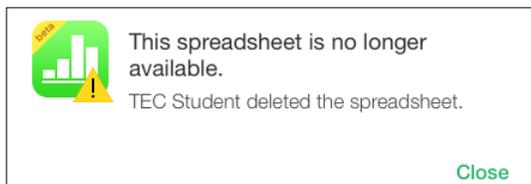
Above, an illustration of a Windows user (on Internet Explorer) collaborating with a Mac user (on Safari). Note the highlighted text, color coded by user.



While working collaboratively, you will be informed if another person has opened the shared document. Clicking on the Sharing icon will show a list of everyone who is viewing the document.



If you are the owner of a shared document, deleting that document will also remove it from any other devices, including people whom you had shared it with.

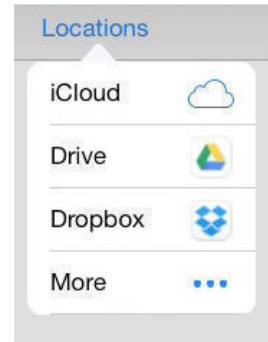


If the document was being shared when it is deleted, third parties will receive a message informing them of the deletion.

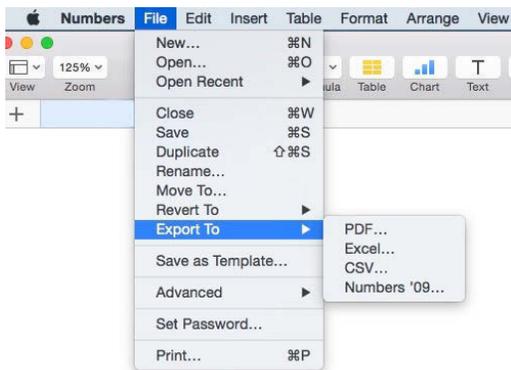


## Exporting

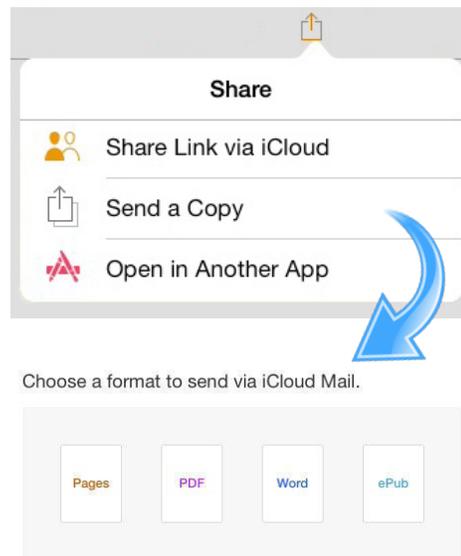
All three versions of Pages, Numbers, and Keynote have the ability to export documents in a variety of formats. The most common may be PDF format, creating a 'read only' document easily viewed on any computer or tablet. Documents can also be saved as Word, Excel or Powerpoint documents to be used by Microsoft users. In iOS and web-based versions, the export is performed via email, or placed in a shared location: iCloud, Dropbox, or Google Drive.



OSX

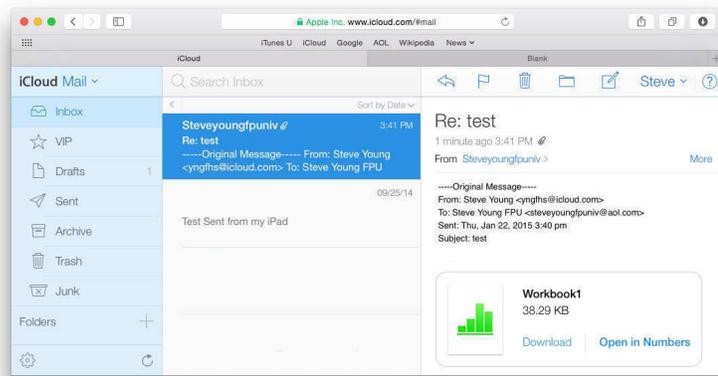
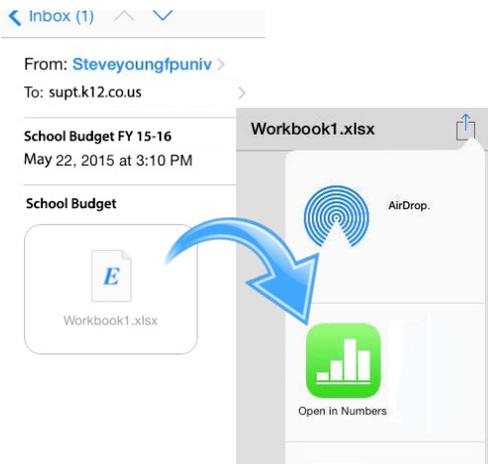


iOS / iCloud



## Importing

Importing files (ie an Excel spreadsheet, as shown in the graphic below) into Pages, Numbers, and Keynote is also possible. In OS X, simply choose Open from the File menu and locate the file you wish to import. In the iOS and web-based versions, files need to be imported via an email attachment. iCloud Mail is used to import files into web-based Pages, Numbers, and Keynote





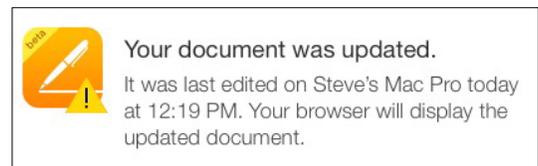
## Saving a Document

In the web-based and iOS versions of Pages, Numbers, and Keynote, documents are automatically saved and named, based on which template was used when the document was created (ie, if the 'Bold Type Letter' template was used, the resulting Pages document will be named 'Bold Type Letter'). The thumbnail palette includes name, date and a small image of each document. Clicking / tapping on the name will enable you to change the name of the document. If a wifi or direct internet connection is not available when working on a document, the app will send it to your iCloud the next time you connect to the internet.



If you edit a document on more than one device before saving it to iCloud, the edited documents will conflict. To avoid conflicts, make sure your edits are saved to iCloud before editing the same document on another device. If you do get a conflict, you can choose to preserve any or all of the documents that you edited.

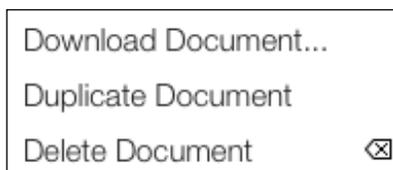
You will be notified when a document is being updated to its most recent edition due to a change made by another and/or on another device.



## Duplicate a Document

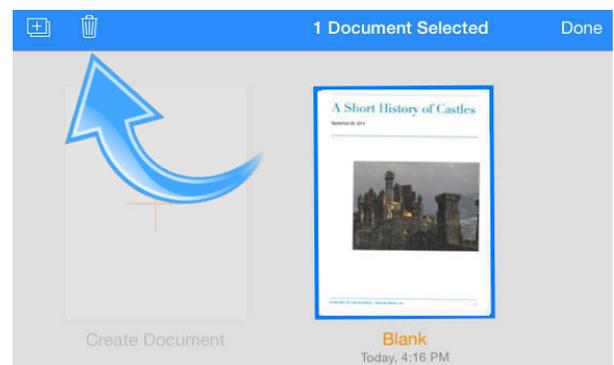
Deleting documents is a simple and easy process - right-click (or Control-click) the thumbnail of a document and select Delete Document. In iOS, tap the Edit button while looking at the document browser (the thumbnails will jiggle) then tap the thumbnail of the document. A blue border will appear around the selected document(s). Tap the Trash Can icon to delete, then tap Done. When deleting a shared document, make sure those you shared it with are aware you are about to make the deletion, as it will disappear from *their* iCloud collection (unless they made and saved their own copy).

OSX / iCloud



If you wish to copy an existing document or keep a shared document as your own (no one else can delete it), click the Duplicate Document option in OSX and iCloud or tap the  icon in iOS.

iOS





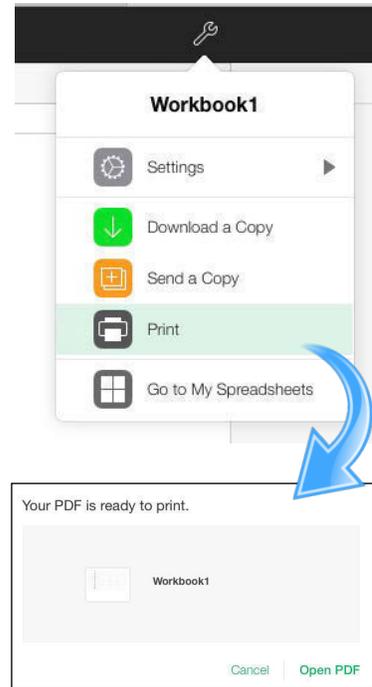
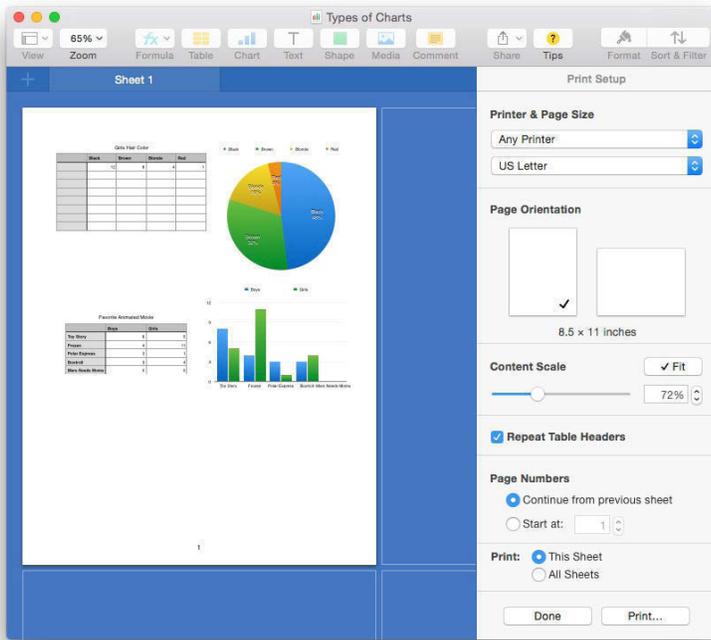
# Printing a Document

Printing is pretty straight-forward. In OSX, choose Print from the File menu - a printing window will appear where printing options can be set. In iOS, tapping the Tools icon evokes the Print button; tapping it shows the printer options.

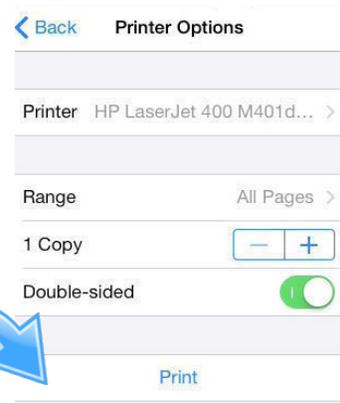
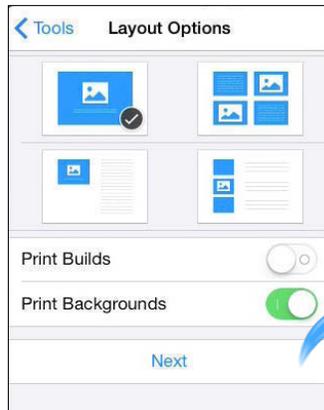
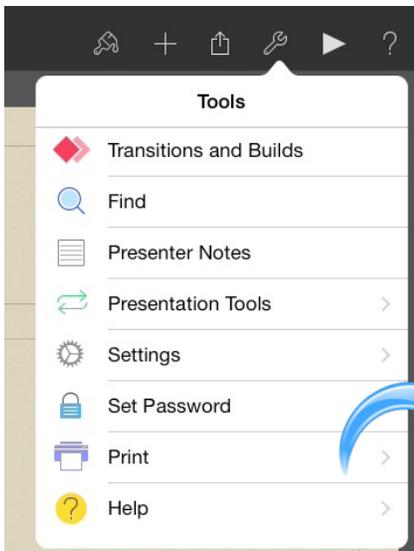
Printing in iCloud begins with the same process - tapping the Tools icon reveals the Print button. Tapping the Print button creates a PDF of the document and displays the PDF for printing. On a Windows computer, the file is opened in Acrobat Reader (or the default PDF reader). The PDF can then be printed in the normal fashion.

OSX

iCloud



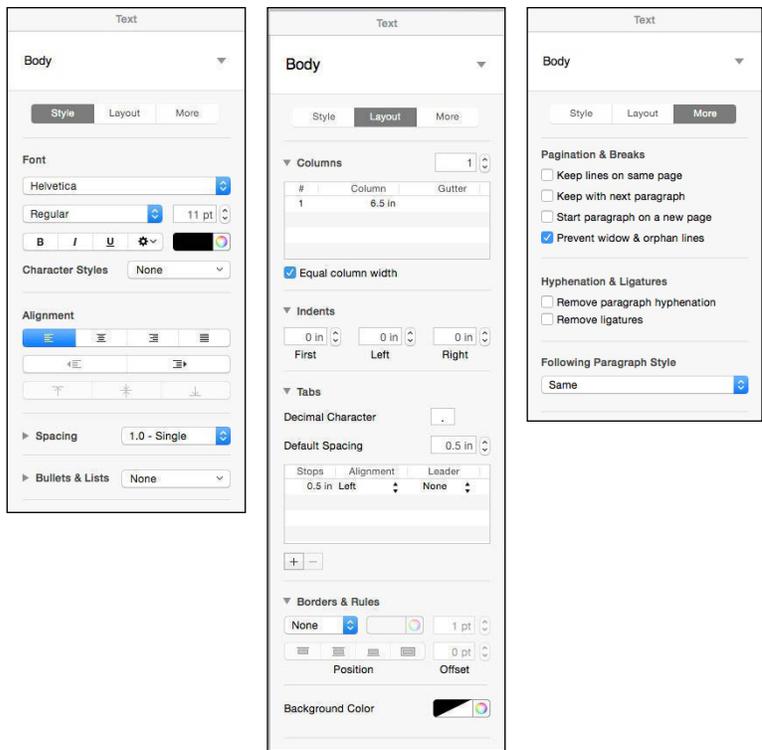
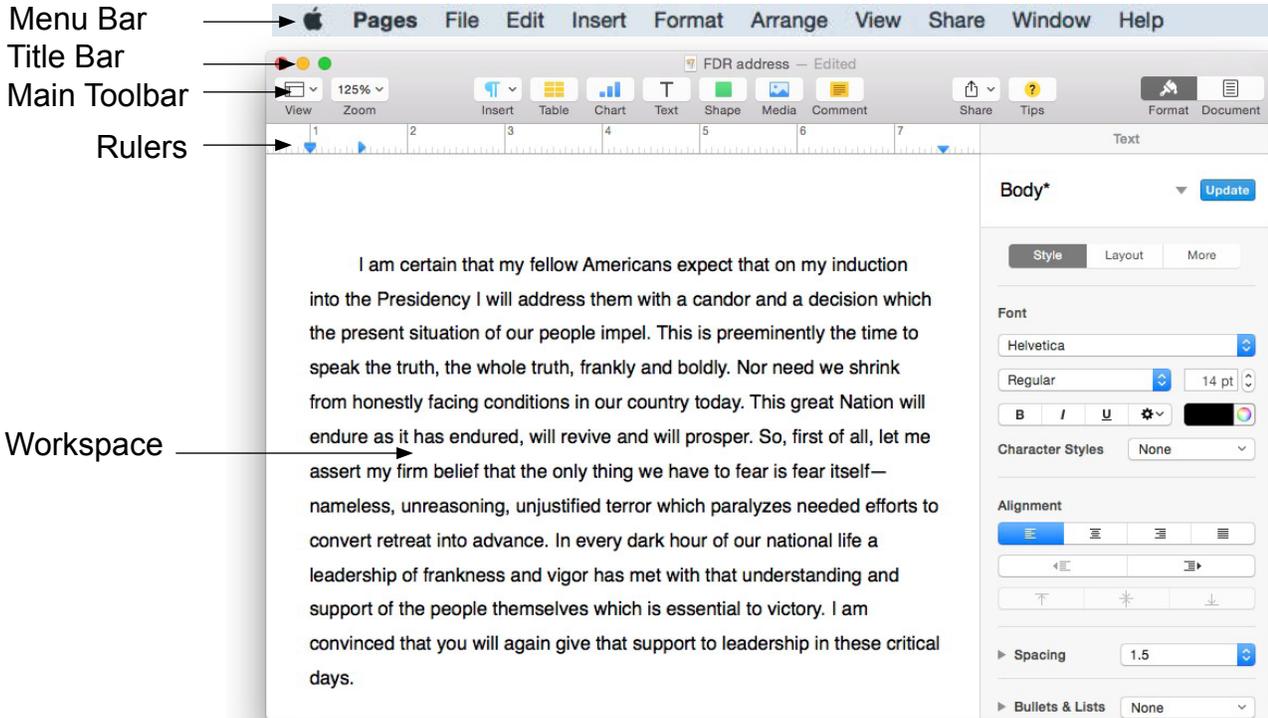
iOS





# The Pages User Interface - OSX

As most of you have used a word processor before, you are already familiar with the basic features and functions of Pages. Here is the basic layout of the program and its controls.



Format Inspector

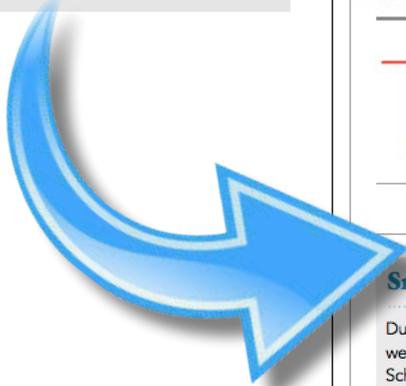
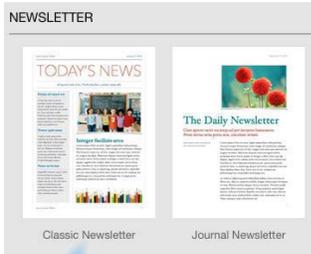
The Inspector pane has three tabs: Style, Layout, and More.



# Pages Project 5: Class Newsletter

Using the Classic Newsletter template, replace the image with one of your own then replace the text, utilizing original articles, stories, ideas, etc..

Make sure to save the document to submit at a later time. Name the document with your name and 'Pages Project 5'



Needham Elementary School
May 5th, 2015

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# TODAY'S NEWS

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The Mountains | The Valley | The River

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### Snow Days

Due to the snow days last week, Durango Senior High School's production of The Magic Lamp of Aladdin has been rescheduled for Friday, May 23 and Saturday, May 24, 2015 at 7:00 p.m. Previously purchased tickets will be honored at either performance. Tickets are \$5 for general admission and are available at the door or the box office.

### Music Program

Music is part of every child's school experience. The preschool children come to the specialist music class one or two times a week and sing once a week with the entire preschool. They work and play with their voices, bodies and simple props (scarves, paper plates, puppets, toys and percussion instruments), develop a vocabulary of movement and engage their fantasy life through improvisation, story and drama.



### Math Wizards

The Needham children are math wizards! The Common Core Standards ensure that they internalize the foundational skills necessary to become accomplished mathematicians. The units of study go deep and are thorough. The royal children will explore and discover how the mathematical concepts they are taught connect to real life connections.

Students are eligible for the 2015 Math Camp if they are in 5th or 6th grade during the 2014-2015 school year. Our students typically come from Needham, but any student living in Durango may attend.

Durango Colorado
1





## Pages Project 6: Collaborative Student Blog & Comments

Open the course companion website at: [www.icloud.steveyoungfpu.net](http://www.icloud.steveyoungfpu.net) and under the Coursework section, Shared Projects, open the Student Blog. Start a new paragraph, beginning with your first and last name. Briefly describe your experience thus far in the course. You may respond to other students' comments, as well as making your own observations and suggestions. This document will be saved and shared with others in the course. Please do not delete anyone else's writing. Please do not delete the document from your library. See page 7 of this workbook for instructions on opening the 'Shared Projects' page.

### Student Blog

Steve Young

- If you are looking at this Pages document, congratulations!
- In Bullet format, write a few thoughts, ideas, suggestions, reflections, etc. as to using iCloud / iWorks in your work environment.
- Place the cursor after the end of the last sentence (you may need to scroll down) and press Return a few times to space down at least two lines (the bullets will not appear on blank lines).
- Type your name and press return two times for spacing. Choose 'Bullet Big' from the Bullets & Lists menu and then type in your narrative. Press Return to begin a new thought - a bullet will appear before the text.



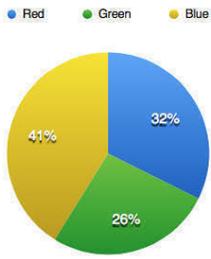
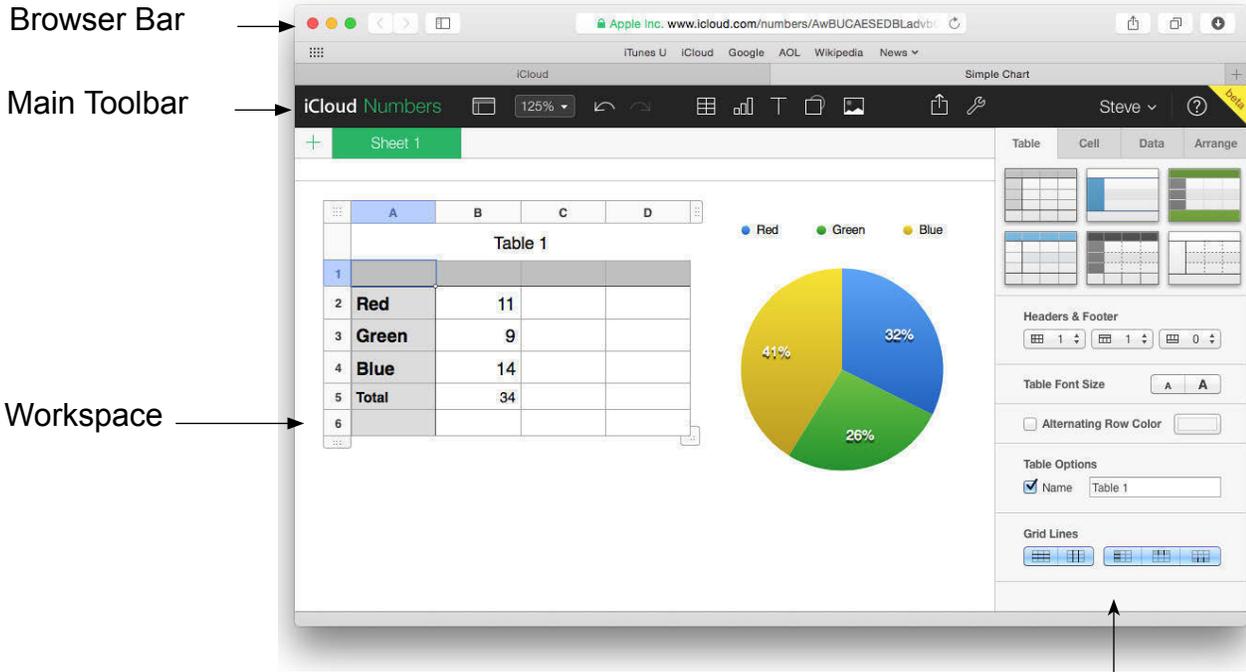
Tom Fox

- Try moving the blue image above - note that when it is dragged over text, the letters move out of the way to make room for the image. This is called Text Wrap - a way to keep an image from covering text. Please put the image back in the white space above this paragraph.
- So far this course is progressing very well - I love the idea of student working on a common document from class, home or even on the bus with their phone!



# The Numbers User Interface - iCloud (web-based)

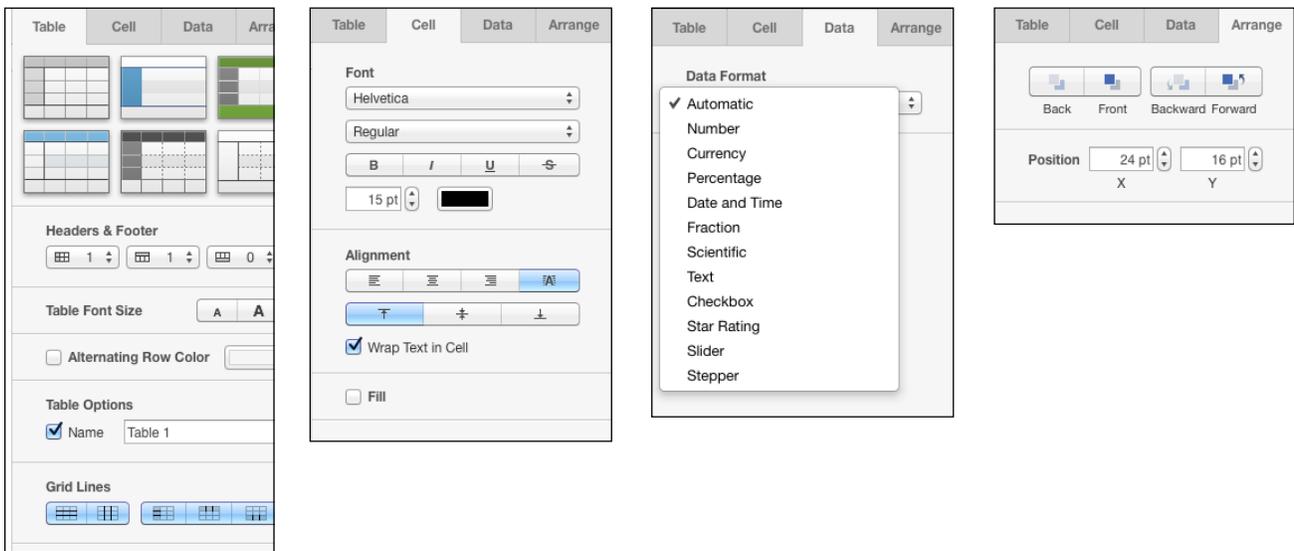
The user interface of Numbers for OSX and iCloud are similar enough to allow for the easy transfer of technique from one app to another. The major difference is the lack of a menu bar, necessitating the omission of certain features.



	A	B	C	D
	Table 1			
1				
2	Red	11		
3	Green	9		
4	Blue	14		
5	Total	34		
6				

Format Inspector

The Inspector pane has four tabs: Table, Text, Cell, and Arrange

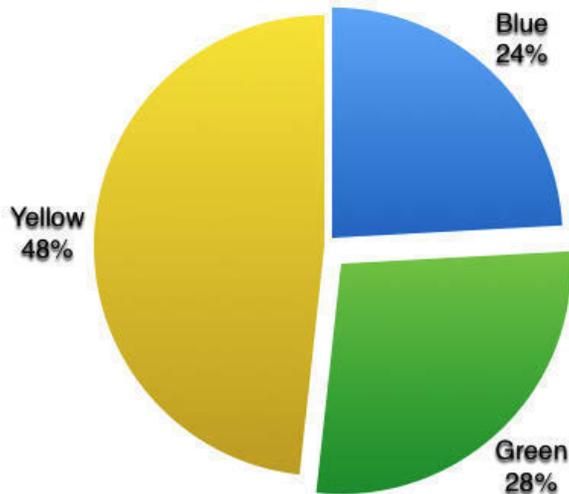




## Charts and Graphs

There are many adjustments that can be made with charts and graphs. With Pie graphs, clicking (or tap-hold in iOS) allows for the dragging of each section of the graph. Text can be enlarged or the font changed. Values can be adjusted (ie rounding to the nearest whole number). Labels can be moved or hidden. In the illustration below, the values were set as a percentage, moved outside the slices, labeled and separated.

OSX / iCloud



iOS

In iOS, with the chart selected, tap the button to show the chart selector. Tap the 'Chart Options' button to show the formatting options.

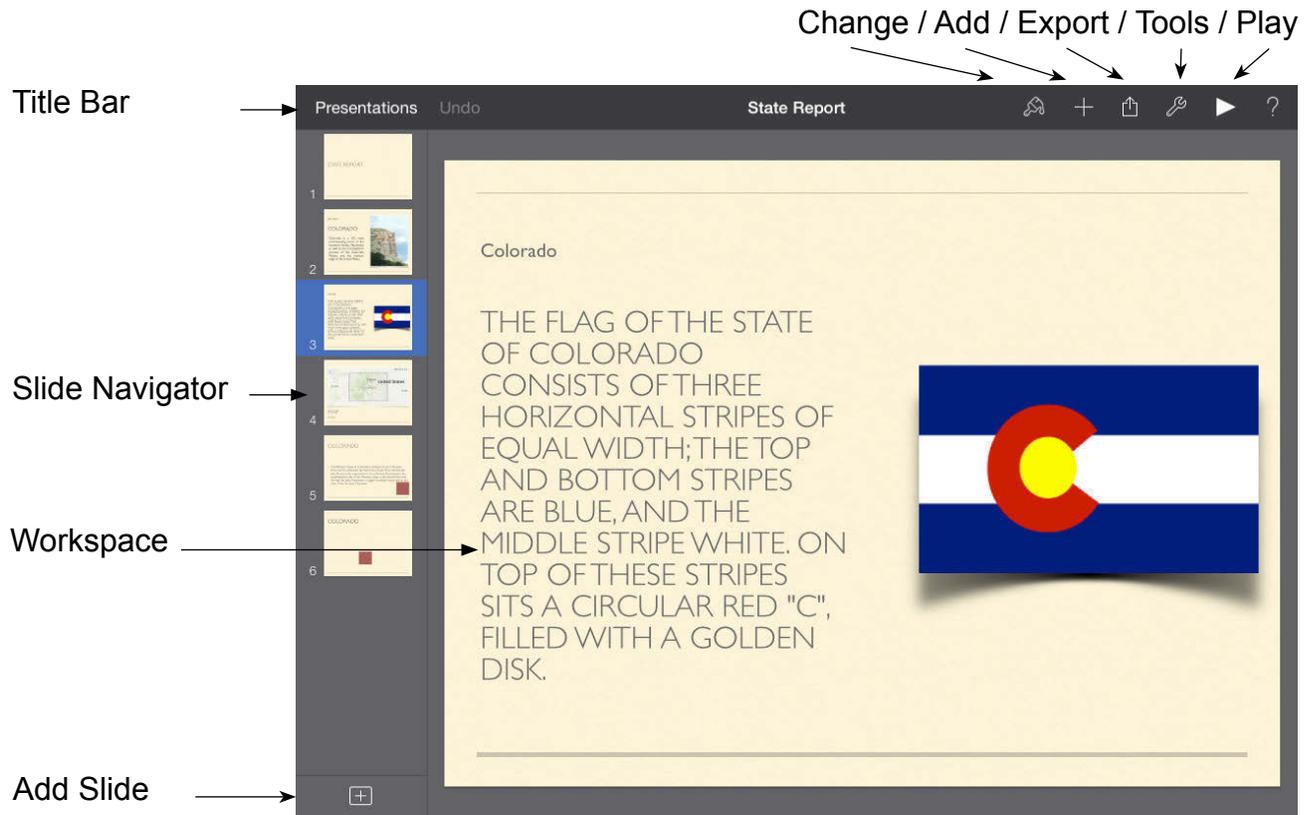
Using the 'Chart Type' control, you can change the type of chart displayed. If you started with a Pie Graph, changing to a bar graph is another way to visualize the same data.





# The Keynote User Interface - iOS

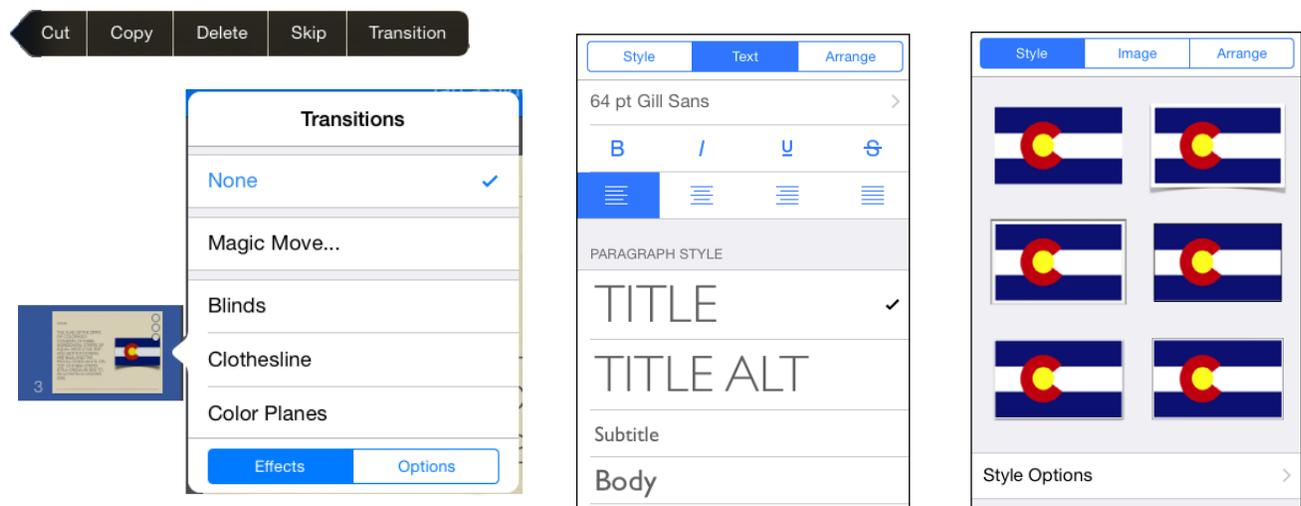
Keynote for iOS, designed for a purely tap and touch interface, is a bit different. Because of a smaller screen size (particularly on an iPhone and iPod Touch), most options are hidden from view until needed or called for. Five basic buttons (Change, Add, Export, Tools and Play) provide access to adjustment controls.



Transitions are adjusted with a pop up menu in the Slide Navigator pane.



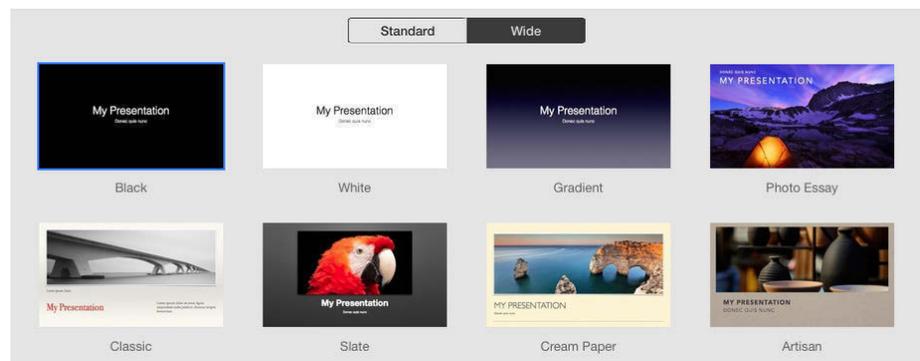
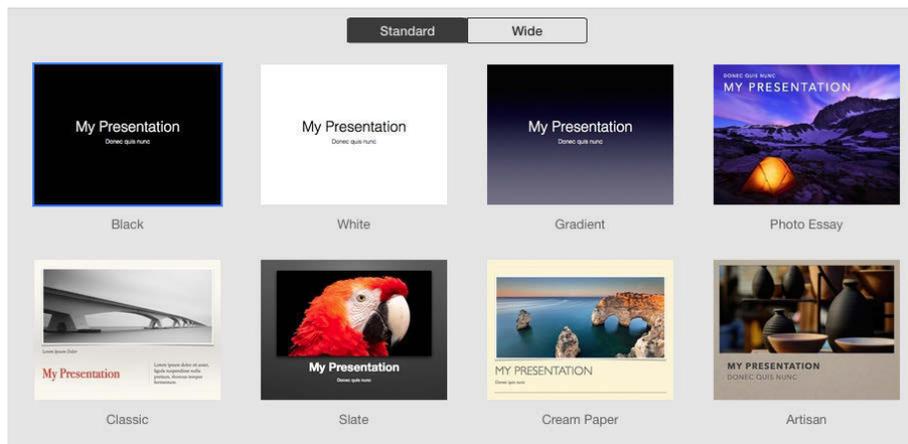
As with Pages and Numbers, tapping on text or an image and then tapping the Change icon opens the Inspector pane.



## Using Templates

As with Pages and Numbers, Keynote offers a range of templates in a variety of formats and styles. These templates each have a dozen permutations (photo and text, photo only, bullet list, etc.), which are used within a presentation. By using a template, you ensure that the colors, fonts, and general layout of the presentation are all thematically compatible. This makes for a more polished, professional looking presentation.

Note that the templates are available in both standard (4:3) and widescreen (16:9) format.



In OSX Keynote, there is the option of changing the theme (template type) after one has been chosen.

